



## **NOTICE**

There exists within the Winchester Contributory Retirement System the following vacancy:

### **RETIREMENT ADMINISTRATOR**

(Full-time 35 hours/week, non-union)

Under the general direction of the Winchester Contributory Retirement Board (the Board), the Retirement Administrator administers the Winchester Contributory Retirement System (the System), providing support and policy interpretation to the System's five (5) member Board to ensure the provisions of Massachusetts General Laws (MGL) Chapter 32 are properly applied and implemented. The incumbent provides technical information and policy interpretation regarding retirement benefits and programs to the Town of Winchester (the Town) employees.

Reporting to a five member Board, the Retirement Administrator has five (5) essential areas of responsibility for the System: 1) to maintain the accounting system and related record keeping; 2) to administer the monthly payroll; 3) to conduct retirement allowance calculations and benefit reviews for potential retirees; 4) to prepare appropriate information for the Board; and 5) to respond to employees' and retirees' inquiries on all retirement related policies and procedures.

The Retirement Administrator performs highly responsible work of a complex nature requiring independent judgment and in depth knowledge of federal and state retirement and municipal finance laws, other state regulations, standard accounting procedures and practices and applicable Town policies and procedures. The incumbent develops administrative procedures for the implementation of new or revised laws, regulations, and policies, and is responsible for maintaining all System records.

The System consists of approximately 400 active members, 280 retired members, 175 inactive members and has assets in excess of \$160 million as of June 30, 2022. The Board elected to invest the System's assets in the Pension Reserves Investment Trust Fund managed by the Pension Reserves Investment Management Board in 2018.

Qualified applicants must have at least three years of experience administrating a Massachusetts retirement system (preference is at least five years). An Associates degree and two or more years of office training beyond high school or equivalent is required (preference is a Bachelor's degree Business Administration, Public Administration or related field).

The salary range for this position is \$85,000-\$105,000 (negotiable based on experience).

Interested applicants must submit an application, cover letter and resume online or by mail by Friday September 9, 2022.

For a full job description and more detailed application instructions, please visit our website at the following link: [www.winchester.us](http://www.winchester.us)